

Justification	
This Procedure is written because:	<input type="checkbox"/> Of the lengthiness of the process.
	<input checked="" type="checkbox"/> Of the complexity of the process.
	<input checked="" type="checkbox"/> The process is routine, but it's essential that everyone strictly follows the rules.
	<input checked="" type="checkbox"/> The process demands consistency.
	<input checked="" type="checkbox"/> The process involves documentation.
	<input type="checkbox"/> The process involves significant change.
	<input checked="" type="checkbox"/> The process has serious consequences if done wrong.

Organization Details	
Organization Name	
Organization representative	
Organization Address	

Purpose and Scope
The purpose of this procedure is to identify operations that are in need of attention and that may entail a chance to adjust them in view of improving their efficiency and reliability.
The scope of internal auditing involves organization's governance, risk management and management controls over:
<ul style="list-style-type: none"> • Efficiency/effectiveness of operations (including safeguarding of assets), • The reliability of reporting, and • Compliance with laws and regulations.

Input(s)
Common inputs to this procedure are,
<ul style="list-style-type: none"> - Established processes and procedure documentation, - Management Plans, - Previous Audit Reports, Forms and Lessons Learned Register.

Output(s)
Outputs of this procedure are:
<ul style="list-style-type: none"> - Audit Report, - Updates to Management Plans, - Updates to Processes and Procedures, - Updates to Lessons Learned Register.

Process
<ol style="list-style-type: none"> 1) Establish the Audit Program and communicate the scope and objectives for the audit to appropriate management. 2) Determine Auditor(s) auditors never audit their own processes. 3) Develop Understanding of the business area being subject to review. 4) Conduct the Audit 5) Document the Audit Findings and report them to the General Manager. 6) Take Corrective Action (where necessary) on the Findings plan and change processes, document the actions taken and control implementation. 7) Verify Implementation that sufficient corrective actions have been implemented and are effective.

Responsibilities
<ol style="list-style-type: none"> a) The General Manager is responsible for overall management of the quality audit system, and for maintaining this procedure. b) Internal Quality Auditors are responsible for conducting audits according to this procedure. c) The Auditee is responsible for cooperating with the auditor, and for providing information and resources necessary to achieve the objectives of the audit. d) The section owner of the audited organization is responsible for taking appropriate and timely corrective action on any nonconformities identified during the audit.

